

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Mission Oriented Business Integrated Services

STANDARD INDUSTRY GROUP: 874

SERVICE CODE: R499

Contract number: GS-10F-0388Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: July 13, 2012 to July 12, 2017

InSyte Partners

236 Hilddale Road

Villanova, PA 19085

DUNS: 793372843 CAGE: 4YJW8

Phone: 610-527-1091 Fax: 610-525-6682

Contact name: Marie McCormick, Ph.D.

E-mail: Marie.mccormick@insytepartners.com

Contractor's internet address/web site where schedule information can be found: www.insytepartners.com

Business size: Small

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

874-1: Consulting Services

Senior Consultant: \$244.33

874-2: Facilitation Services

Senior Facilitator: \$204.03

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See above.

1c.

Title: Senior Consultant

Educational Requirement: At least master's degree

Years of Experience Required: At least 15

Description: Senior Consultants lead and/ or co-lead client engagements and ensure project objectives are successfully defined and achieved. Senior Consultant manage the client relationship and perform planning and execution on high-impact strategic initiatives.

Responsibilities:

- Providing customized, business-focused consulting and strategy development assistance to clients
- Coaching leaders as they lead their organizations through significant change initiatives
- Project managing client engagements
- Facilitating leadership and work team meetings
- Developing and delivering presentations and deliverables for client engagement
- Managing client relationships to assure customer satisfaction with initiative
- Assuring quality control

Title: Senior Facilitator

Educational Requirement: At least master's degree

Years of Experience Required: At least 15

Description: Senior Facilitators design, develop and facilitate strategic meetings. They partner with the client to assure that meeting objectives are clearly delineated and agreed upon. In addition, they lead with cross-function, cross level planning teams to assure on-the-ground understanding is embedded in any meeting design. In meetings, they clearly state tasks, lead large group conversations, and assist the group in holding critical conversations and making decisions that need to be made.

Responsibilities:

- Meet with client leadership to scope the work and agree on meeting objectives
- Develop high level principle-based meeting design drafts
- Circulate drafts and incorporate input/feedback from leadership and on-the-ground representatives
- Develop and get agreement on detailed meeting designs that clearly articulate meeting agenda's
- Overview all meeting logistics including necessary materials
- Facilitate large and small group meetings
- Oversee meeting documentation

Oversee completion of final meeting report

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to the SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provision and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA Matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination number. Failure to do so may result in cancellation of the contract.

2. Maximum order. \$1 million

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). 50 United States; District of Columbia; Puerto Rico

5. Point(s) of production (city, county, and State or foreign country).
Villanova (Delaware), PA

6. Discount from list prices or statement of net price. Net prices are set forth above.

7. Quantity discounts. 1% discount for task orders that meet or exceed \$50,000.

8. Prompt payment terms. ½% 20 days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). None

11a. Time of delivery. As negotiated with ordering activity.

11b. Expedited Delivery. Contact the contractor.

11c. Overnight and 2-day delivery. Contact the contractor.

11d. Urgent Requirements. Contact the contractor.

12. F.O.B. point(s). Destination

13a. Ordering address.
236 Hilldale Road
Villanova, PA 19085

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address.
236 Hilldale Road
Villanova, PA 19085

15. Warranty provision. None

16. Export packing charges, if applicable. Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
None

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable.

19. Terms and conditions of installation (if applicable). Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable.

20a. Terms and conditions for any other services (if applicable). Not applicable.

21. List of service and distribution points (if applicable). Not applicable.

22. List of participating dealers (if applicable). Not applicable.

23. Preventive maintenance (if applicable). Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable.

25. Data Universal Number System (DUNS) number. 793372843

26. Notification regarding registration in Central Contractor Registration (CCR) database. Contractor is registered.